



## Student Transport Using Policy

### Preamble

With the continuous growth and development of Daffodil International University (DIU), the area of service is growing both horizontally and vertically. DIU Transport is an addition to the list of provided services for the easy transportation of the students of DIU & DSC. With this policy, DIU believes to improve its support and services for all movement cases and also ensure the efficient use of the Transport pool in Daffodil Smart City (DSC).

### Terms & Conditions

#### ● Student Registration and Transport Access Card

##### ○ Registration Fee:

- i. All students must pay the registration fee of **BDT. 5000** per semester (06 months) to avail themselves of the DIU transport service in all routes except **Narayanganj** and **Green Model Town** route, for these routes students need to pay **BDT. 6500** semester wise.
- ii. The registration fee is non-refundable and must be paid in full before the given deadline.

##### ○ Registration Process:

- i. Students must complete the registration process with payment through the DIU Student portal (<http://studentportal.diu.edu.bd/> > Transport Card Apply)
- ii. The registration details will include accurate and up-to-date personal information.
- iii. Any false or misleading information provided during the registration process may result in the cancellation of the registration.

##### ○ Transport Access Card:

- i. Upon successful registration and payment, students will be issued a transport access card.
- ii. The transport access card is strictly for individual use and cannot be shared, lent, or duplicated.
- iii. Any unauthorized use or attempt to duplicate the access card may result in disciplinary action as per the University rules and regulations.

A handwritten signature in black ink, appearing to be 'Di', with a long horizontal stroke extending to the right.

A handwritten signature in black ink, appearing to be 'DSC', with a long horizontal stroke extending to the right.

A handwritten signature in black ink, appearing to be 'DSC', with a long horizontal stroke extending to the right.



- iv. To get new semester card, registered member must need to return the existing cards
- v. If anyone damages the card, an extra fee BDT. 300 will be charged for getting a new card.
- vi. If anyone lost the card, a GD copy of the missing card will be needed where an extra fee BDT. 300 will be charged for getting a new card.

○ **Prohibited Activities:**

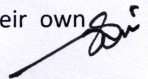
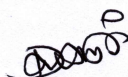
- i. Students must adhere to the rules and regulations set forth by DIU regarding the use of the transport service.
- ii. Any violation of the rules, including but not limited to, unauthorized access card duplication, tampering with the access card, or engaging in fraudulent activities related to the transport service, may result in disciplinary action by the proctorial committee of DIU.
- iii. Students are requested to inform transport management authorities through the given contact points if they have any observations or feedback. However, promoting misleading content on any form of social media will be considered a violation of the rules.
- iv. The proctorial committee reserves the right to investigate any reported violation and take necessary action accordingly.
- v. Users are strictly forbidden from Dumping waste inside the vehicles
- vi. Damaging the transport property i.e. seat, seat cover, glass etc.

○ **Disciplinary Action:**

- i. The proctorial committee of DIU will handle all reported violations and determine the appropriate disciplinary action based on the severity of the offense.
- ii. Disciplinary actions may include, but are not limited to, warnings, fines, suspension from the transport service, or other penalties deemed necessary by the committee.

○ **Liability:**

- i. DIU shall not be held responsible for any loss, damage, or injury incurred during the use of the transport service
- ii. Students are responsible for the safekeeping of their belongings. If any students left any goods in the transport vehicles, the students have to inform the transport authority immediately.
- iii. If any vehicle suddenly stops in the middle of the road due to mechanical error , users need to reach their home by their own arrangement.





- **Seat Allocation**

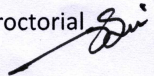
- For each route the minimum registered members has to be 20 members as per the given schedule by transport management otherwise transport management will not allocate any bus.
- No daily ticketing service will be available for the Students.
- **First come , First seat rules will be maintained for every user , if any user comes late he/she may have to stand and no complaint will be taken for these types of scenarios, no racism will be allowed. Also booking seats by bag, pencil , water bottle etc. is strongly prohibited.**
- There is no guarantee for a seat if any user comes late, you may have to stand on the bus if the seat is full.

- **Time Maintain**

- **The user must have to maintain the fixed timing & bus stoppage set by the Transport authority.**
- To get the live schedule update, user can check on the following link -
  - i. <https://transport.daffodilvarsity.edu.bd/>
- **Bus doors will be opened only 05 minutes before the start & departure time, students need to get into the lines before entering into the bus.**
- Drivers will maintain the approved scheduled time for start & departure and will not wait for anyone.
- Registered Members may maintain the route timings through whatsapp group.
- Users are strictly forbidden to force Driver to start before schedule time or follow a different route which is not approved by authority.
- If any members have any feedback/observation , must need to provide through Helpdesk ([https://pd.daffodilvarsity.edu.bd/support\\_ticket](https://pd.daffodilvarsity.edu.bd/support_ticket))

- **Wear ID Card with Ribbon & Transport Access Card**

- The user must have to wear the Student ID card with Ribbon & Transport access card before entering and during travel time.
- Without any ID & transport access card no service will be provided.
- If the Transport authority, Driver or Helper wants to see the ID card & Transport access card, users must have to show their cards for their acknowledgement.
- If any student is found without a registration card in any route , they will be penalized as per the decision of the transport section and proctorial committee.





- **General Traffic Rules & Legal Issues**

- The user need to maintain fixed bus stoppage rather using in the middle of any route
- Users are forbidden to get in and get out from the running Bus
- Users are not allowed to hang in the main door of the vehicle
- No users are allowed to talk with the Driver during driving, if any query they will talk to the helper
- Users are not allowed to keep their hand or head outside of the window
- If any incident happened to the vehicle , users will stay by ensuring own safety measures and contact with transport Authority immediately
- Users are strictly forbidden from carrying drugs items in the vehicles
- Users are strictly forbidden from unethical activities in the vehicles
- If the Transport authority found any unethical activities, action will be taken as per DIU rules and regulations

- **Contact Point**

- If any user has any feedback, complaint or suggestion they must send written to the transport authority by -
  - i. Support Ticket - [https://pd.daffodilvarsity.edu.bd/support\\_ticket](https://pd.daffodilvarsity.edu.bd/support_ticket)
- Live Transport Schedule - <https://transport.daffodilvarsity.edu.bd/>
- Transport Website - <https://daffodilvarsity.edu.bd/article/transport>
- Facebook Page - ([www.facebook.com/diutransport](http://www.facebook.com/diutransport))

By registering and using the DIU transport service, students acknowledge that they have read, understood, and agreed to abide by these terms and conditions. Failure to comply with these terms and conditions may result in the cancellation of the registration and access to the transport service. DIU reserves the right to modify or amend these terms and conditions as deemed necessary without prior notice.

